# GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS

MAYOR



ODIE DONALD II CITY MANAGER

Greetings Mayor and Council,

I am pleased to submit to you a brief report of the bi-weekly administrative activities of the City of South Fulton. The first of these reports during my tenure provides a snapshot of activities to date, and will be adjusted moving forward to align with bi-weekly Council meetings presented within the framework of the Council's five strategic priorities.

As you will see, great things are happening in the City of South Fulton--- from traffic improvement projects, to fun family-friendly events, improvements related to City administered services (e.g. fire, police, parks and recreation, and business licensing) to opportunities to provide public input on key issues that affect our quality of life.

South Fulton is one of Georgia's five largest cities, with a population of more than 100, 000 residents, home now to more than 1,300 businesses, covering a diverse geographic area of more than 85 square miles. Administrative staff is focused on leveraging Council's five key priorities (1. Improve parks and recreation 2. Improve public safety 3. Economic Development 4. Updating Comprehensive & Land Use Plans 5. Create Branding & Messaging) for the City, to ensure our residents receive world class customer service, and access to resources that support a safe, inclusive, innovative, and economically vibrant city.

In Service.

9

Odie Donald II

# <u>City Manager's Bi-Weekly Report</u> 5/31/2018

# **Departments**

**Note:** Click the below titles to jump to specific Departments.

- 1. Fire Department
- 2. Police Department
- 3. Finance Department
- 4. Community Development Department
- 5. Parks & Recreation Department
- 6. Human Resources Department
- 7. Communications & External Affairs Department

# Departmental <u>Highlights</u>

South Fulton now the home of one of Georgia's largest Park systems

Response times for public safety calls decrease in May (6:37 for Fire)

City receives positive statewide recognition. Click HERE

City launches community centered initiative. Click HERE

City delivering services on-time and under budget

South Fulton now home to 1,300+ businesses

# **FIRE DEPARTMENT**





Fire Rescue Activities	Current Month	YTD
COLUMN #1:		
Emergency Call Volume		
Fire	367	1,398
EMS/Rescue	690	2,272
Hazardous Material	22	87
Severe Weather/Natural Disaster	1	13
Special Incident Types	0	4
Non-Specific	0	0
Total	1,080	5,055
Average Response Time	6:37	6:43

#### Fulton County Fire Rescue Monthly Report-May 2017

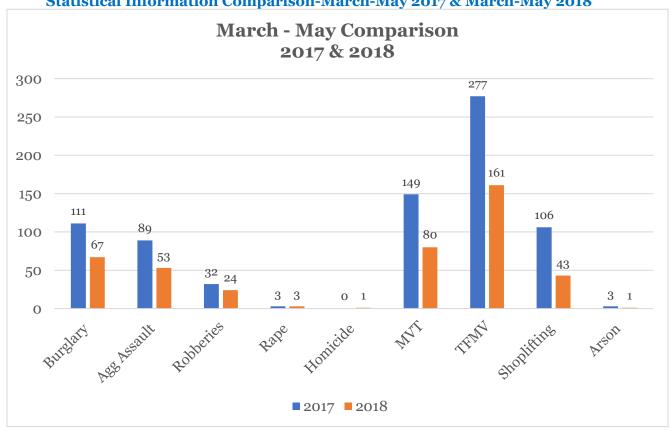
Fire Rescue Activities	Current Month	YTD		
COLUMN #1:	Month	TID		
Emergency Call Volume				
Fire	435	2,129		
EMS/Rescue	835	3,980		
Hazardous Material	50	166		
Severe Weather/Natural Disaster	1	7		
Special Incident Types	2	10		
Non-Specific	0	0		
Total	1,323	6,294		
Average Response Time	6:33	6:28		
Average Response Time Prior to Transition 7:00				

- 1. Region III has awarded the South Fulton County ambulance zone to Grady Ambulance effective September 1, 2018.
- 2. The City of South Fulton Fire completed its first round of driver simulator training at Fire Station # 11 The Week of May 21st.
- 3. Kinder Morgan has donated \$10,000 to the City of South Fulton Fire Rescue.
- 4. Number of staff car vehicles accidents for 2018 NONE
- 5. Number of fire apparatus accidents (FIRE at fault) for 2018 NONE
- 6. Number of fire apparatus damaged by citizens for 2018 TWO



# POLICE DEPARTMENT

# Statistical Information Comparison-March-May 2017 & March-May 2018



YEAR	2017	2018
Burglary	111	67
Aggravated Assault	89	53
Robberies	32	24
Rape	3	3
Homicide	0	1
MVT	149	80
TFMV	277	161
Shoplifting	106	43
Arson	3	1

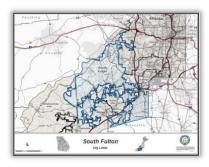
# **FINANCE DEPARTMENT**

**Income and Expense Report** 

For the month and Period ending April 30th			% of	
Account Description		Apr-18	Oct 17 - Apr 18	Budget
Revenues				
Taxes	40,955,626	2,584,399.79	30,675,531.09	75%
Permits and License	1,195,000	134,532.93	1,034,072.17	87%
IGA Agreement		308,333.33	968,831.02	0%
Charge for Services	730,000	22,019.90	299,757.26	41%
MUNICIPAL COURT	200,000	27,223.29	90,867.01	45%
Interest Income (Loss)	300	0	-4,498.10	-1499%
Insurance Reimbursement		5,816.95	9,540.40	0%
Donations		0	5,350.00	o%
Hotel/ Motel		12,610.99	26,280.18	0%
Other Miscellaneous		0	13,418.70	o%
Total Revenues	43,080,926	3,094,937.18	33,119,149.73	77%
EXPENSES		- +-		
GOVERNING BODY	11,960	1,355	-	
District 1	33,489	1,601	21,039	63%
District 2	33,489	1,247	18,436	55%
District 3	33,489	1,655	16,483	49%
District 4	33,489	1,837	13,035	39%
District 5	33,489	1,890	22,806	68%
District 6	33,489	884	17,634	53%
District 7	33,489	798	19,371	58%
City Clerk	698,825	45,733	302,640	43%
Mayor	148,797	9,386	74,072	50%
City Manager	603,732	40,558	199,083	33%
Finance & Administrative	13,546,447	58,393	370,836	3%
Licensing	191,738	12,993	100,381	52%
Purchasing	250,000	7,232	59,239	24%
Law	500,000	102,864	374,527	75%
Information Technology	966,565	9,663	327,454	34%
Human Resources	376,356	29,903	188,770	50%
Communications	336,204	5,293	40,440	12%
General Administrative Services	1,209,833	32,121	215,430	18%
MUNICIPAL COURT	879,755	49,656	312,388	36%
Police	9,793,485	-	8,997,487	92%
Police Administration	6,971,421	547,866	965,978	14%
Fire Administration	14,358,513	922,799	9,723,727	68%
Animal Control	593,076	49,423	442,746	75%
Public Works Administration	6,852,182	683,761	4,316,711	63%
Parks & Recreation	4,755,326	480,155	3,507,229	74%
Planning Administration	1,302,980	147,279	890,850	68%
Building Permits & Inspection	31,694	-4/,-//	7,293	23%
Land Development	31,343		230	1%
Code Enforcement	515,211	80,992	484,754	94%
Hospitality	0-0,	-	500	3470
E-911			292,703	
Total Expenses	65,080,926	3,327,337	32,324,271	50%
	0, ,,	0,0 7,007		
Net Surplus (loss)		(232,400)	794,879	







# **COMMUNITY DEVELOPMENT DEPARTMENT**

#### **Code Enforcement and Code Board**

- 1. Tell Line Calls
  - o 1,860 (YTD)
  - o 446 (May 2018)
- 2. Violations
  - o 1,756 (YTD)
    - 1,104 Resolved
    - 652 Pending Actions

# 3. Code Enforcement Board

- 171 Cases (YTD)
- o Common Cases: maintenance of property (trash, debris and high weeds), junk vehicles, property maintenance violations

#### 4. Municipal Court

- o 30 cases (YTD)
- o Common Cases: property maintenance, junk cars, and zoning violations

#### 5. Magistrate Court

- o 8 cases (YTD)
- o Common Cases: property maintenance

#### **Business License**

#### 1. Processed Applications

o 84 (Jan 2018 – May 2018)

#### 2. Renewed Applications

o 1,242 (Jan 2018 – May 2018)

#### 3. May 2018 Issued Building Permits

o 115 (Jan 2018 – May 2018)

#### 4. Total COSF Businesses

o 1,328 (Jan 2018 – May 2018)

# **Permits and Buildings**

# 1. 2017 Issued Building Permits (07/3/17 - 12/2017)

- o 1,017 Permits
  - 455 Residential
  - 8 Commercial/Industrial
  - 554 Misc.\*

# 2. 2018 Issued Building Permits (1/1/18 – current)

- o 957 Permits
  - 407 Residential
  - 9 Commercial/Industrial
  - 541 Misc.\*

# 3. May 2018 Issued Building Permits

- o 200 Permits
  - 82 Residential
  - 2 Commercial/Industrial
  - 116 Misc.\*

# **Planning and Geographic Information System**

# 1. Planning and Comprehensive Plan

The City has been designated with the status of Qualified Local Government, which allows the 2035 Comprehensive Plan to be tailored to the new city boundaries. Staff will host a Work Session on June 26, 2018 to assist Mayor and Council with edits focused on land use and other areas of consideration. Staff will provide an overview of the proposed process during the June 5, 2018 Work Session of Mayor and Council.

#### 2. Geographic Information System

	Maps	Addressing	Demographics	Data Analysis	Deed/Plat Research	TOTAL Requests/
						Mo
2017 TOTAL	19	18	5	22	12	76
2018 YTD TOTAL	38	41	14	64	69	226

<sup>\*</sup>Misc. permits would include, but not limited to, fence, pool, plumbing, trade, electrical.



#### **PARKS & RECREATION DEPARTMENT**

# **Department Transition**

Parks & Recreation successfully transitioned to the City of South Fulton on Monday, May 28, 2018.

- **1. Staffing**: All departmental employees have transitioned and are working. All staff have received new COSF uniforms.
- **2. IT Transition**: CivicRec has been implemented and is live and in use by the Recreation staff. As the IT transition completes all sites will be actively online.
- **3.** Operations: Transition occurred on May 28, 2018 with no disruption in service.
- **4. HVAC Repairs at Welcome All Park (WAP):** HVAC repairs are ongoing to replace the chiller unit at WAP. A temporary chiller was installed May 14<sup>th</sup> to insure residents and staff had access to air conditioning as the installation of the new unit is being completed
- **5. South Fulton Tennis Center:** HVAC repairs are in process at the South Fulton Tennis Center (SFTC) and near completion.

#### **Park Maintenance**

- Landscaping: Landscaping crews are cutting parks on regular rotation averaging ~ 350 acres a week.
- **2. Daily Checks:** Maintenance staff conducts daily checks and litter pick-up on a rotational schedule.
- **3. Work Orders:** The County's Dept. of Real Estate and Asset Management (DREAM) remains responsible for designated repairs to County facilities that were logged prior to the May 28<sup>th</sup> transition date. Currently there are outstanding work orders for parks in the DREAM systems that are being monitored daily.

#### **Master Plan Process**

The City is actively researching information relative to effective methodologies and strategies to develop parks master plans. Staff will conduct a work session related to the master plan process in July.

#### **Recreation Programming**

1. 2018 Youth Baseball: 2018 Youth Baseball is underway at Old National, Sandtown, and Welcome All Parks.

#### 2. Parent Information Meetings

- o **June 4**th at Welcome All Park Multipurpose Center
- o June 5<sup>th</sup> at Sandtown Recreation Center
- o June 7th at Burdette Recreation Center

Parent meetings will provide insights into improvement's and required compliance activities currently being implemented for Parks & Recreation Youth Athletics as required by the City.

# 3. Coach Certification (Mandatory)

Coach certification includes Background Checks, Concussion and Heat & Hydration training by Children's Health Care of Atlanta, as well as CPR/First Aide certifications.

- a. June 9th at Burdette Recreation
- b. June 16th at Burdette Recreation
- **4. Summer Camp 2018:** Begins Monday, June 4<sup>th</sup> at Burdette, Cliftondale, Sandtown, and WAP



#### **HUMAN RESOURCES DEPARTMENT**

#### **Recruitment**

- 1. Facilitate interviews for key positions:
  - o Purchasing/ Procurement Manager week of May 29
  - o Communications & External Affairs Director week of May 29
  - Assistant City Manager week of June 4
  - Chief of Police week of June 4
- 2. Coordinate interviews for other key positions (Date TBD):
  - o Programs and Performance Administrator
  - o Economic Development Administrator
  - o Facilities Manager

# **Transition Update- Onboarding**

- 1. Successfully conducted onboarding activities on Tuesday, May 22 for sixty-three (63) Parks and Recreation employees
  - o HR is consulting with the department head to determine additional personnel requirements for the remainder of FY18.

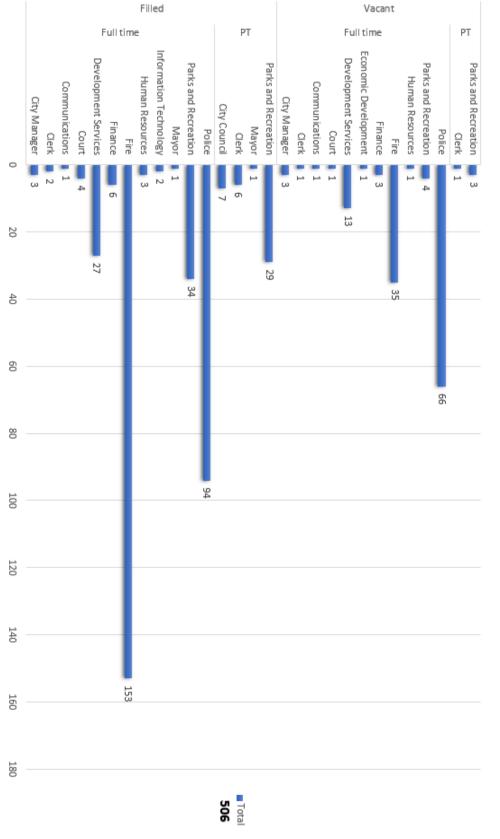
# **Headcount Update**

1. Click **HERE** to view the chart

#### **Employee Guidebook- Personnel Policies and Procedures**

1. Final drafted HR policies and procedures submitted to City Council and City Attorney for review on 6/5/2018

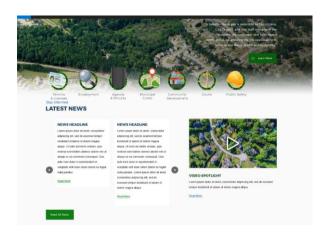




# COMMUNICATIONS & EXTERNAL AFFAIRS DEPARTMENT



#### **COSF Website Launch**



Host

CivicPlus

Soft Launch Date

June 21st

Hard Launch Date

July 17th

311 System PR Activities

Press Release

Social Media Campaign

**E-Newsletter** 

# "The South Fulton Monthly" E-Newsletter



#### Current Number of Subscribers

2,138

# **Frequency**

Monthly

#### Host

**Constant Contact** 

#### **Issue Dates**

First Issue: May 25<sup>th</sup>

2nd Issue: June 22

# 311 Platform



#### Host

#### SeeClickFix

A link to the 311 system will be provided throughout the City's website

# **Summary**

Connects residents and businesses directly with city officials to get things fixed, save money and increase government efficiency.

SeeClickFix is the system host that supports the City in handling communications, workflows, and data for every request from the moment they're opened to the moment they're closed.

# Launch

Soft Launch: June 22nd - July 6th

Hard Launch: Mid July

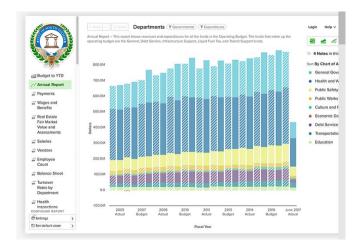
# 311 System PR Activities

Press Release

Social Media Campaign

E-Newsletter

#### **OpenGov**



#### **Summary**

OpenGov is a cloudbased solution that transforms how governments budget, measure performance, and engage the public.

OpenGov will be featured on the website in prominent areas

#### Launch

Configuration Completed By: June 15th

User Training Completed By: June 22nd

Soft Launch/Testing: June 22nd-July 6th

Estimated Hard Launch: End of June

# **OpenGov PR Activities**

Press Release

Social Media Campaign

**E-Newsletter** 

#### **COSF Social Media**



# **COSF** in the News

<u>Media</u> Outlet	<u>Date</u>	<u>Article Title</u>	<u>Link</u>
CBS 46	May 15 <sup>th</sup> , 2018	South Fulton's Amazon Pitch	http://www.cbs46.com/clip/14350070/south-fultons-amazon-pitch
CBS 46	May 15 <sup>th</sup> , 2018	South Fulton Police Equipment Agreement	http://www.cbs46.com/story/38197460/south-fulton-police-equipment-agreement
South Metro Neighbor	May 17 <sup>th</sup> , 2018	South Fulton, City Manager Get State, Regional Notice	http://www.mdjonline.com/neighbor_newspaper_s/south_metro/news/south-fulton-city-manager-get-state-regional-notice/article_ef6f1c08-59fc-11e8-a115-73cbd1c6a68d.html
Fox 5 News	May 22 <sup>nd</sup> , 2018	Police: Woman Shot Several Times in South Fulton	http://www.fox5atlanta.com/news/police- woman-shot-several-times-in-south-fulton
11 Alive News	May 22, 2018	Woman Shot Multiple Times in South Fulton; Gunman on The Run	https://www.11alive.com/article/news/crime/woman-shot-multiple-times-in-south-fulton-gunman-on-the-run/85-557019574
Fox 5 News	May 24 <sup>th</sup> , 2018	South Fulton Family Dollar Armed Robbery	http://www.fox5atlanta.com/news/south-fulton-family-dollar-armed-robbery
South Metro Neighbor	May 24 <sup>th</sup> , 2018	BOLO: South Fulton Police Seek Armed Robber	http://www.mdjonline.com/neighbor_newspaper_s/south_metro/news/bolo-south-fulton-police-seek-armed-robber/article_66a93b0a-5f75-11e8-96c6-5775f36dceb5.html
11 Alive News	May 25 <sup>th</sup> , 2018	Police Ask for Help Finding Missing Woman Out of South Fulton	https://www.11alive.com/article/news/local/miss ing-in-georgia/police-ask-for-help-finding- missing-woman-out-of-south-fulton/85- 558143774
Channel 2/WSB-TV	May 25 <sup>th</sup> , 2018	Woman with Paranoid Schizophrenia Missing from South Fulton Home	https://www.wsbtv.com/news/local/south-fulton-county/woman-with-paranoid-schizophrenia-missing-from-south-fulton-home/756301966
Fox 5 News	May 25 <sup>th</sup> , 2018	South Fulton Police Searching for Missing Woman with Medical Condition	http://www.fox5atlanta.com/news/south-fulton-police-searching-for-missing-woman-with-medical-condition
South Metro Neighbor	May 25 <sup>th</sup> , 2018	South Fulton Police Issue Mattie's Call	http://www.mdjonline.com/neighbor_newspaper_s/south_metro/news/south-fulton-police-issue-mattie-s-call/article_8ee29d98-6031-11e8-a3ac-eb3aac2f1dc9.html

<u>Media</u>	<u>Date</u>	<u>Article Title</u>	<u>Link</u>
<u>Outlet</u>			
AJC	May 25 <sup>th</sup> , 2018	City of South Fulton	https://www.ajc.com/news/local/city-south-
		Launches 'Community	<u>fulton-launches-community-</u>
		Walk'	walk/onWFxVtWZhaLK1DkqMKJaO/
Fox 5 News	May 29 <sup>th</sup> , 2018	Shooting in City of	http://www.fox5atlanta.com/news/overnight-
Ü		South Fulton Leaves 2	triple-shooting-in-city-of-south-fulton
		Teens Dead, 1 Injured	
11 Alive News	May 29 <sup>th</sup> , 2018	Teen Killed in South	https://www.11alive.com/article/news/crime/tee
		Fulton Triple Shooting	n-killed-in-south-fulton-triple-shooting-had-just-
		Had Just Gotten Job at	gotten-job-at-chick-fil-a-mom-says/85-
		Chick-Fil-A, Mom Says	559675601
11 Alive News	May 29 <sup>th</sup> , 2018	'I Watched My Baby	https://www.11alive.com/article/news/crime/i-
		Friend Die.' Violence in	watched-my-baby-friend-die-violence-in-south-
		South Fulton	fulton-neighborhood-leaves-residents-
		Neighborhood Leaves	<u>defeated/85-559582673</u>
		Residents Defeated	
Georgia News	May 29 <sup>th</sup> , 2018	3 Shot, 2 Dead in	https://www.georgianewsday.com/news/atlanta/
Day		Overnight Shooting in	464953-3-shot-2-dead-in-overnight-shooting-in-
		City of South Fulton	city-of-south-fulton.html
Channel	May 29 <sup>th</sup> , 2018	Teen Killed in Triple	https://www.wsbtv.com/news/local/south-fulton-
2/WSB-TV		Shooting Had Just	county/2-dead-in-triple-shooting-in-south-fulton-
		Started First Job at	<u>county/758710418</u>
		Chick-Fil-A	
CBS 46	May 29 <sup>th</sup> , 2018	Two Dead, Juvenile	http://www.cbs46.com/story/38294658/two-
		Injured After Triple	dead-juvenile-injured-after-triple-shooting-in-
		Shooting in South	south-fulton
C 1 N/ - 1	Mara a ath a a t O	Fulton	
South Metro	May 29 <sup>th</sup> , 2018	South Fulton Triple	http://www.mdjonline.com/neighbor_newspaper s/south_metro/news/south-fulton-triple-
Neighbor		Shooting Leaves Two Dead, One Injured	shooting-leaves-two-dead-one-
		Dead, One Injured	injured/article ofd5747a-6343-11e8-847f-
			5fb68ec37443.html
			<u> </u>
My AJC.com	May 29 <sup>th</sup> , 2018	2 Teens Killed, 1 Injured	https://www.myajc.com/news/breaking-
		in South Fulton	news/breaking-dead-injured-south-fulton-
		Shooting	shooting/6zqhPdD8UdsHIWnhthVJgM/
WSB Radio	May 29 <sup>th</sup> , 2018	Teen Killed in Triple	https://www.wsbradio.com/news/local/teen-
		Shooting Had Just	killed-triple-shooting-had-just-started-first-job-
		Started First Job at	chick-fil/z7loDdoS3TGgntxyfnYayK/
		Chick-Fil-A	
11 Alive News	May 29 <sup>th</sup> , 2018	Triple Shooting in South	https://www.11alive.com/article/news/local/tripl
		Fulton Leaves Two	e-shooting-in-south-fulton-leaves-two-dead-one-
		Dead, One Injured	injured/85-559381880

<u>Media</u>	<u>Date</u>	<u>Article Title</u>	<u>Link</u>
<u>Outlet</u>			
South Metro Neighbor	May 29 <sup>th</sup> , 2018	Gluten-Free Diet Changes Life in South Fulton	http://www.mdjonline.com/neighbor newspaper s/south metro/community/gluten-free-diet- changes-life-in-south-fulton/article 0a44bbce- 636b-11e8-8601-0b90248d5449.html
AJC	May 30 <sup>th</sup> , 2018	Teen Killed in Triple Shooting Had Just Started First Job at Chick-Fil-A	https://www.ajc.com/news/local/teen-killed- triple-shooting-had-just-started-first-job-chick- fil/z7loDdoS3TGgntxyfnYayK/
Fox 5 News	May 30 <sup>th</sup> , 2018	Police: Gunman Fires on South Fulton Home in Retaliation for Triple Shooting	http://www.fox5atlanta.com/news/gunman-fires- on-south-fulton-home-near-earlier-shooting

#### Mayor's Walk

Mayor's Walk (internally referred to as Community Walk Wednesdays) is a monthly activity that is focused on increasing access to City services, improved community relations, and proactively addressing community issues. Each month administrative staff, community stakeholders, and other interested parties will walk key corridors throughout the City to introduce key staff and available services, receive stakeholder feedback, and address problems in real time. Council Members are encouraged and welcomed to join the walks, especially those taking place in your District.

